

## **Invitation for Bid**

**Bid # 3160000901**

### ***Employee Assistance Program for the MS Department of Public Safety***

- Purpose:** The purpose of this invitation for bid is to establish an agency purchasing contract for an Employee Assistance Program for the MS Department of Public Safety (MDPS).
- Term & Renewal of Contract:** The term of the contract shall be for a period of three (3) years. The effective date is expected to be July 1, 2016.
- Bid Opening:** Bid(s) will be opened publicly, Tuesday, April 5, 2016, at 10:00 a.m. Local Time, in the Procurement Department, 4<sup>th</sup> Floor, Room 402, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216.
- Instructions to bidders:** All vendors must be registered with the State of Mississippi. If not registered, please go to <http://www.mmrs.state.ms.us/vendors/index.shtml> to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "[State of Mississippi Supplier Registration](#)". If you need instructions on how to register, click on the supplier training tab. Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:
- MS Department of Finance and Administration  
P.O. Box 1060  
Jackson, MS 39215-1060
- Or
- MS Department of Finance and Administration  
501 North West Street, Suite 701-B  
Jackson, MS 39215-1060  
Phone: 601-359-3538  
Fax: 601-359-5525  
Email: [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov)
- Bids must be submitted and received on or before, April 5, 2016, 10:00 a.m., Local Time. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of bid must be submitted in an envelope or package clearly marked with the information listed below to the address listed below:

*MS Department of Public Safety  
Procurement Department  
4<sup>th</sup> Floor, Room 402  
**Bid # 3160000901 Employee Assistance Program for the MS Department of Public Safety**  
1900 East Woodrow Wilson Avenue  
Jackson, MS 39216*

Vendors are encouraged but not required to submit one electronic copy through the Mississippi's Accountability System for Government Information and Collaboration at <https://portal.magic.ms.gov/irj/portal> which must include all information requested in this invitation for bid. No costs or expenses associated with providing this information in the required format shall be charged to the MS Department of Public Safety. All required documents must be submitted. It is the responsibility of the vendor to verify that all of the requirements for submitting the bid have been fulfilled. Bids not received in compliance with this requirement will be rejected. Facsimile or e-mail bids will not be accepted.

Online learning instructions on how to submit your bid electronically, can be obtained by logging onto the Mississippi Management and Reporting System website at [www.mmrs.state.ms.us/vendors/index.shtml](http://www.mmrs.state.ms.us/vendors/index.shtml), next, click on "Supplier Training" and last, select the LOG820 Supplier Self-Service Course link and then "Launch Course."

If you have any questions regarding this invitation for bid, please contact Sonya Toaster at (601) 987-1305 or Betsy Toles at (601) 987-1467. You may email Sonya Toaster at [stoaster@dps.ms.gov](mailto:stoaster@dps.ms.gov) or Betsy Toles at [btoles@dps.ms.gov](mailto:btoles@dps.ms.gov). The MDPS reserves the right to reject any and/or all bids and to waive all informalities.

**Written Question/  
Answer Schedule:**

Written questions or clarifications will be accepted by email from 8:00 a.m. local time, Monday, March 14, 2016 until Monday, March 21, 2016 5:00 p.m. local time to [stoaster@dps.ms.gov](mailto:stoaster@dps.ms.gov) or [btoles@dps.ms.gov](mailto:btoles@dps.ms.gov). No further inquiries will be accepted after that time. Answers to written questions or clarifications will be provided by email no later than 5:00 p.m. local time, Monday March 28, 2016. If it is determined that an amendment to the Invitation for Bid will be issued, it will be provided by email with sufficient time to respond to the Invitation for Bid.

**Bidder  
Responsibility:**

The bidder must, upon request of MDPS, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of the specifications. MDPS reserves the right to make the final determination as to the bidder's ability.

- Invitation to Bid:** All information requested on the Invitation for Bid Form must be completed.
- Firm Bid Price:** Prices quoted shall be firm for the terms of the contract.
- Information:** Confidential information shall mean all materials, documents, and data furnished to the successful bidder. The successful bidder shall provide to the MS Department of Public Safety a letter that the successful bidder agrees to protect all confidential information. Any liability resulting from the wrongful disclosure of confidential information on the part of the successful bidder shall rest with the successful bidder.
- Award Criteria:** Factors to be considered, in determining the lowest and best bid, include conformity with specifications and responsibility of the bidder.
- Award:** The award will be made to the lowest and best bid. The lowest bid will be determined by the monthly price listed on the bid form. Since bid is being awarded to lowest and best bid, Bidder must bid on all items. Failure to bid on all items will cause for rejection of bid.
- Notice of Award:** Upon completion of the bid evaluation process, the MS Department of Public Safety will mail letters to the vendor or vendors who have submitted the apparent low bid(s) meeting specifications.